



City of Alachua

ADAM BOUKARI
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

May 13, 2020

Also sent by electronic mail to jay.brown@jbprogroupp.com

Mr. A.J. "Jay" Brown, Jr., P.E.
President
JBrown Professional Group, Inc.
3530 NW 43rd Street
Gainesville, FL 32606

**RE: Public Hearing Scheduled for:
Tolosa Phase 1 (Preliminary Plat)**

Dear Mr Brown:

On April 13, 2020, the City of Alachua received your revised application and materials for the Tolosa Phase 1 PD-R Preliminary Plat submitted on behalf of Bentley Timber, LLC. Based upon a review of the revised application, the City has determined that the application can now be scheduled for a hearing before the Planning and Zoning Board (PZB).

You must provide two (2) double-sided, three-hole punched, color sets of the **complete** application package, seven (7) sets of full size plans and a digital copy of all materials in PDF format on a CD or by emailing a Cloud / FTP link to download the materials to planning@cityofalachua.com *no less than 10 business days prior to the PZB Meeting at which your application is scheduled to be heard*. The application is **tentatively** scheduled for the **June 9, 2020** PZB Meeting; therefore, the above referenced materials must be submitted to the City no later than **Tuesday May 26, 2020**. Materials may be submitted earlier than this date. **Please note due to the COVID-19 pandemic, the June 9, 2020 PZB Meeting may be cancelled based upon guidance from the Centers for Disease Control (CDC) and other federal and state agencies. Staff will notify you of any changes to the public hearing schedule.**

In addition, Section 2.2.9(D) of the Land Development Regulations requires the applicant to place posted notice signs on the subject property at least 14 days prior to the public hearing. Therefore, posted notice signs must be placed on the property no later than **Thursday, May 22, 2020**. Staff will contact notify you when the signs are available for pick up at City Hall. If you plan to utilize a PowerPoint presentation or would like other materials to be available for reference during the public hearing, please submit the presentation or materials no later than 12:00 PM on the last business day prior the PZB meeting (no later than **Monday, June 8, 2020**). Any presentation or materials may be submitted by emailing them to planning@cityofalachua.com.

If you have any questions regarding the information above, please contact me at 386-418-6100 x 108 or via e-mail at ahall@cityofalachua.com.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Adam Hall'.

Adam Hall, AICP
Planner

cc: Kathy Winburn, AICP, Planning & Community Development Director
Justin Tabor, AICP, Principal Planner
Project File

City of Alachua

PUBLIC SCHOOL STUDENT GENERATION CALCULATION FORM

PROJECT #

APPLICATION DATE

December 24, 2020

NAME & DESCRIPTION OF PROJECT

Tolosa PD-R Phase 1

PROJECT ADDRESS (Contact 911 Addressing @ 352.338.7361)

15850 Hipp Way, Alachua, FL 32628

Tax Parcel Numbers

03135-000-000

Acreage

18.74

DEVELOPMENT DATA (check all that apply)

☒ Single Family

☐ Multi Family

☐ Exempt (See exemptions on page 2)

Number of Units

43

Number of Units

Level of Review

☐ Pre-Application Conference

☒ Preliminary

☐ Final

☐ Revised

☐ Staff Administrative Review

A determination that there is adequate school capacity for a specific project will satisfy requirements for review for school concurrency for the periods of time consistent with the Interlocal Agreement and specified in local government land development regulations; an agreement by the School Board with the developer and local government is required to extend the period for approvals for phased projects beyond the generally applicable time period

EXPLANATION OF STUDENT GENERATION CALCULATION

Student Generation is calculated based on the type of residential development and the type of schools. The number of student stations (by school type - Elementary, Middle and High School) used for calculating the school concurrency impacts is equal to the number of dwelling units by housing type multiplied by the student generation multiplier (for housing type & school type) established by the School Board. Calculations are rounded to the nearest whole number. Student Generation for each school type is calculated individually to assess the impact on the **School Concurrency Service Area (SCSA)** for each school type (Elementary, Middle and High School).

SCHOOL CONCURRENCY SERVICE AREAS (SCSA) FOR PROJECT LOCATION

Based on the project location, please identify the corresponding School Concurrency Service Areas for each school type. Maps of the SCSAs may be viewed on the Alachua County Public Schools website.

SCHOOL CONCURRENCY SERVICE AREAS (SCSA)

Elementary Northwest Alachua

Middle Mebane

High Santa Fe

SINGLE FAMILY RESIDENTIAL DEVELOPMENT STUDENT GENERATION CALCULATIONS

ELEMENTARY	<input type="text" value="43"/>	units X 0.14 Elementary School Multiplier	<input type="text" value="6"/>	Student Stations
MIDDLE	<input type="text" value="43"/>	units X 0.06 Middle School Multiplier	<input type="text" value="3"/>	Student Stations
HIGH	<input type="text" value="43"/>	units X 0.08 High School Multiplier	<input type="text" value="3"/>	Student Stations

MULTI FAMILY RESIDENTIAL DEVELOPMENT STUDENT GENERATION CALCULATIONS

ELEMENTARY	<input type="text"/>	units X 0.09 Elementary School Multiplier	<input type="text"/>	Student Stations
MIDDLE	<input type="text"/>	units X 0.03 Middle School Multiplier	<input type="text"/>	Student Stations
HIGH	<input type="text"/>	units X 0.03 High School Multiplier	<input type="text"/>	Student Stations

Source: School Board of Alachua County 2015 Student Generation Multiplier Analysis

EXEMPT DEVELOPMENTS (click all that apply)

- ☐ Existing legal lots eligible for a building permit
- ☐ Development that includes residential uses that has received final development plan approval prior to the effective date for public school concurrency, or has received development plan approval prior to June 24, 2008, provided the development approval has not expired
- ☐ Amendments to final development orders for residential development approved prior to the effective date for public school concurrency, and which do not increase the number of students generated by the development
- ☐ Age-restricted developments that prohibit permanent occupancy by persons of school age, provided this condition is satisfied in accordance with the standards of the Public School Facilities Element or the ILA
- ☐ Group quarters that do not generate public school students, as described in the ILA

AUTHORIZED AGENT

Name:

Mailing Address:

Phone:

Email:

PROPERTY OWNER

Name:

Mailing Address

Phone:

Email

CERTIFICATION

PROJECT NAME : Tolosa PD R Phase 1

PROJECT #:

This application for a determination of the adequacy of public schools to accommodate the public school students generated by the subject development has been reviewed for compliance with the school concurrency management program and in accordance with the ILA. The following determinations have been made:

☒ **Approved** based upon the following findings (see 2019-2020 Capacity Tables)

Elementary SCSA

Northwest Alachua

Capacity Required

6

- ☒ Capacity Available
☐ Capacity Available in 3 yrs
☐ Capacity Available in Adjacent SCSA

Available Capacity 308

Available Capacity

Available Capacity

Middle SCSA

Mebane

Capacity Required

3

- ☒ Capacity Available
☐ Capacity Available in 3 yrs
☐ Capacity Available in Adjacent SCSA

Available Capacity 405

Available Capacity

Available Capacity

High SCSA

Santa Fe

3

- ☒ Capacity Available
☐ Capacity Available in 3 yrs
☐ Capacity Available in Adjacent SCSA

Available Capacity 357

Available Capacity

Available Capacity

☐ **Denial** for reasons stated

Approved by

School Board Staff Certification


Suzanne M. Wynn

Community Planning Director
Alachua County Public Schools
352.955.7400 x 1445

Date:

4.24.2020

City of Alachua

A complete application for the development project was accepted on

Date:

Signed:

Printed Name:



City of Alachua

ADAM BOUKARI
CITY MANAGER

RODOLFO VALLADARES, P.E.
PUBLIC SERVICES DIRECTOR

INTER-OFFICE COMMUNICATION

DATE: March 24th, 2020

TO: Kathy Winburn, AICP
Planning & Community Development Director

FROM: Rodolfo Valladares, P.E.
Public Services Director
Tom Ridgik, P.E.
Engineering Supervisor

TR 3/24/2020

RE: Tolosa PD-R- Preliminary Plat – Phase 1 - Public Service Comments

Public Services has reviewed the Tolosa PD-R Preliminary Plat Phase 1 (March 19th Submittal) and offer the following comments. Review was specific to the Public Services Utilities.

NO.	COMMENTS
1.	<p>Jan 6th Submittal Comment, Sheets C1.0 and C4.0.</p> <p>Although this comment does not apply to Phase 1, it does apply to future phasing. CoA recommends that this issue be resolved ASAP.</p> <p>Note 2 on Sheet C1.0 says Utility Crossing through Use Area 1D (which includes wetlands) shall be installed by Underground Boring and provided with casings.</p> <p>Due to maintenance and other issues, CoA does not want water and wastewater piping to be installed in the wetlands. Please develop alternative approaches. CoA is willing to discuss this issue with the design Engineer.</p> <p>Feb 5th Submittal Comment</p> <p>Engineer's response is acceptable.</p> <p>Approved.</p>
2.	<p>Jan 6th Submittal Comment, Sheets C1.0.</p> <p>General Note 5: Please review and clarify – there appears to be a run-on sentence. Also, water, wastewater and stormwater infrastructure is not mentioned. Should it be?</p> <p>Feb 5th Submittal Comment</p>

NO.	COMMENTS
	<p>Engineer's response is acceptable.</p> <p>Approved.</p>
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4.	<p>Jan 6th Submittal Comment, Sheets C3.0 & C4.0.</p> <p>The Phase 1 limits are not clear on this sheet. Phase 1 limits are more clearly shown on sheet C4.0, but certain limits on C4.0 require further clarification. If not possible to clearly show the Phase 1 limits on sheet C3.0, suggest that a note to be added to sheet C3.0 that cross-references C4.0. Then clarify sheet C4.0.</p> <p>Feb 5th Submittal Comment</p> <p>Engineer's response is acceptable.</p> <p>Approved.</p>
5.	<p>Jan 6th Submittal Comment, Sheet C3.1.</p> <p>Near Basins 2A & 2B, provide a means to stabilize the right-of-way to prevent washout to the CoA roadway.</p> <p>Feb 5th Submittal Comment</p> <p>Engineer will address this issue during subsequent design.</p> <p>Approved.</p>
6.	<p>Jan 6th Submittal Comment, Sheet C4.0.</p> <p>General Note 4: Please add "DR-18" to the C900 pipe.</p> <p>General Note 5: The CoA Design and Construction requires both SDR 35 and SDR 26 pipe, applications dependent. Please modify note.</p> <p>Feb 5th Submittal Comment</p> <p>Engineer's response is acceptable.</p> <p>Approved.</p>

NO.	COMMENTS
7.	<p>Jan 6th Submittal Comment, Sheet C4.0.</p> <ul style="list-style-type: none"> • Please minimize water main runs under roadways. Fittings such as tees are shown under roundabouts and roadways. For this project, CoA reluctantly will allow fittings under roundabouts and roadways, as there does not appear to be a “better” installation. Please try to minimize fittings under roundabouts and roadways. If possible, do not locate fittings under curbs. • Please note that the updated CoA Design and Construction Manual requires isolation valves on each tee connection (3 valves per tee). It is suggested that these valves be installed in accessible locations not under roads or roundabouts. • Roundabout near lots 48 & 78: There are several lines in the roundabouts. What do they represent? Please clarify. • Roundabout near lots 48 & 78: Two sanitary manholes are in the roundabout. Is it customary to install sanitary manholes in a roundabout? Please evaluate. • Please confirm that all fittings; for example, tees, as well as isolation valves will be restrained. <p>Feb 5th Submittal Comment</p> <p>Engineer’s response is acceptable - Engineer will attempt to address as many comments as reasonably possible during subsequent design.</p> <p>Approved.</p>
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9.	<p>Jan 6th Submittal Comment, Sheet C4.0</p> <ul style="list-style-type: none"> • Call out all proposed easements. • Also, please call out an easement near NW 135th Terrace for an existing wastewater gravity main that appears to be within the Phase 1 property limits. <p>Feb 5th Submittal Comment</p> <p>Engineer’s response is acceptable.</p> <p>Approved.</p>

NO.	COMMENTS
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11.	<p>Feb 5th Submittal Comment (New), Sheet C4.1</p> <p>This responds to a comment made by CHW, who pointed out that the proposed new gravity main from the Tolosa site connects to an undersized existing 6-inch clay gravity main.</p> <p>CoA has reviewed the old "record" drawings that show the installation of this existing gravity main. These drawings reveal that the line size is 8-inches, not 6-inches. CoA also went to the site and popped a manhole. From visual inspection, the line size appears to be 8-inch.</p> <p>To resolve this issue, CoA suggests that the Engineer visit the site to confirm that the line size of the existing clay gravity main is indeed 8-inches. Assuming the line size is 8-inches, please modify this sheet.</p> <p>Please submit a response.</p> <p>March 19th Submittal Comment</p> <p>Engineer's response is acceptable.</p> <p>Approved</p>
12.	
13	
END OF COMMENTS	

Please advise if you have any questions or require additional information.

cc: Justin Tabor – AICP Principal Planner

Adam Hall – AICP Planner

Harry Dillard – Lead Engineering Technician

Zimbra

ad_hall@cityofalachua.org

Re: Request for Review by Development Review Team (DRT) - Tolosa PD-R Preliminary Plat, Phase 1 (Submittal 3)

From : Adam Hall <ad_hall@cityofalachua.org>

Tue, Apr 21, 2020 01:49 PM

Subject : Re: Request for Review by Development Review Team (DRT) - Tolosa PD-R Preliminary Plat, Phase 1 (Submittal 3)**To :** daniely <Daniely@chw-inc.com>

Daniel,

Thank you!

AH

From: "daniely" <Daniely@chw-inc.com>**To:** "Adam Hall" <ad_hall@cityofalachua.org>**Cc:** "Justin Tabor" <jtabor@cityofalachua.org>, "Kathy Winburn" <kwinburn@cityofalachua.org>, "jessicaj" <JessicaJ@chw-inc.com>, "Kelly Bishop" <KellyB@chw-inc.com>**Sent:** Friday, April 17, 2020 3:00:27 PM**Subject:** RE: Request for Review by Development Review Team (DRT) - Tolosa PD-R Preliminary Plat, Phase 1 (Submittal 3)

Good afternoon Adam,

All my comments have been addressed. Please let me know if you need anything else.

Thank you,

DANIEL YOUNG, P.E., LEED A.P.

Director of Engineering, Land Development

t: (386) 518-5169 | c: (352) 538-6196

e: daniely@chw-inc.comw: www.chw-inc.com

From: Adam Hall <ad_hall@cityofalachua.org>**Sent:** Tuesday, April 14, 2020 11:08 AM**To:** Daniel Young <Daniely@chw-inc.com>**Cc:** Justin Tabor <jtabor@cityofalachua.org>; Kathy Winburn <kwinburn@cityofalachua.org>; Jessica Junkin <JessicaJ@chw-inc.com>; Kelly Bishop <KellyB@chw-inc.com>**Subject:** Re: Request for Review by Development Review Team (DRT) - Tolosa PD-R Preliminary Plat, Phase 1 (Submittal 3)

Daniel:



City of Alachua

ADAM BOUKARI
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

March 4, 2020

Also sent by electronic mail to jay.brown@jbprogroup.com

Mr. A.J. "Jay" Brown, Jr., P.E.
President
JBrown Professional Group, Inc.
3530 NW 43rd Street
Gainesville, FL 32606

RE: Development Review Team (DRT) Summary for:
Tolosa Phase 1 (Preliminary Plat)

Dear Mr Brown:

On February 5, 2020 the City of Alachua received your revised application for the approval of a preliminary plat which proposes to subdivide an 18.74 subject property into 43 single family residential lots (Tax Parcel 03135-000-000).

The application has been reviewed for compliance with the applicable review standards, including the City's Comprehensive Plan and Land Development Regulations (LDRs). Based upon Staff's review, revisions must be made to the application before it may be scheduled for a public hearing before the City's Planning & Zoning Board (PZB). A meeting was held on January 23, 2020 to discuss the needed revisions to the submitted application. Please address all insufficiencies outlined below in writing and provide an indication as to how they have been addressed by 4:00 PM on Thursday, March 19, 2020. A total of four (4) copies of the complete application package (i.e., all application materials and attachments) and a CD containing a PDF of all application materials must be provided by this date. Submission of an incomplete package may delay your tentative hearing at the Planning and Zoning Board. Upon receipt of your revised application, Staff will notify you of any remaining insufficiencies which must be resolved, if any, before the item may be scheduled for a public hearing before the PZB. Please note that if Staff determines that the revised submission requires outside technical review by the City, your application may be delayed in order to allow for adequate review time.

Please address the following insufficiencies (begins on next page):

Deficiencies to be Addressed

** Unless otherwise noted, references to code sections are to the City of Alachua Land Development Regulations. **

5. Concurrency Impact Analysis

- a. Traffic concurrency must reflect actual units being proposed with this phase.

New Comment: Revised concurrency impact analysis appears to consider Phase 1 as all residential single family lots as proposed with the PD Master Plan and not the current Phase 1 (43 single family lots). Please revise.

7. Public Services/ Fire Marshall/ Outside Review

- a. Applicant must address any comments provided by the Public Services Department in a memo dated ~~January 22, 2020~~ March 4, 2020(attached).
- b. Applicant must address any comments provided by ~~Sergio Reyes, P.E. of eda engineers-surveyors-planners, inc.~~ Daniel Young, P.E., of CHW, Inc. in a letter ~~dated January 16, 2020~~ February 28, 2020(attached).

New Comment: Please see revised review comments attached to this letter.

If you have any questions regarding the information above, please contact me at 386-418-6100 x 108 or via e-mail at ahall@cityofalachua.com. We look forward to receiving your revised application.

Sincerely,



Adam Hall, AICP
Planner

cc: Kathy Winburn, AICP, Planning & Community Development Director
Justin Tabor, AICP, Principal Planner
Project File



City of Alachua

ADAM BOUKARI
CITY MANAGER

RODOLFO VALLADARES, P.E.
PUBLIC SERVICES DIRECTOR

INTER-OFFICE COMMUNICATION

DATE: March 4th, 2020

TO: Kathy Winburn, AICP
Planning & Community Development Director

FROM: Rodolfo Valladares, P.E.
Public Services Director
Tom Ridgik, P.E.
Engineering Supervisor

TR 3/4/2020

RE: Tolosa PD-R- Preliminary Plat – Phase 1 - Public Service Comments

Public Services has reviewed the Tolosa PD-R Preliminary Plat Phase 1 (Feb 5th Submittal) and offer the following comments. Review was specific to the Public Services Utilities.

NO.	COMMENTS
1.	<p>Jan 6th Submittal Comment, Sheets C1.0 and C4.0.</p> <p>Although this comment does not apply to Phase 1, it does apply to future phasing. CoA recommends that this issue be resolved ASAP.</p> <p>Note 2 on Sheet C1.0 says Utility Crossing through Use Area D (which includes wetlands) shall be installed by Underground Boring and provided with casings.</p> <p>Due to maintenance and other issues, CoA does not want water and wastewater piping to be installed in the wetlands. Please develop alternative approaches. CoA is willing to discuss this issue with the design Engineer.</p> <p>Feb 5th Submittal Comment</p> <p>Engineer's response is acceptable.</p> <p>Approved.</p>
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Please advise if you have any questions or require additional information.

cc: Justin Tabor – AICP Principal Planner

Adam Hall – AICP Planner

Harry Dillard – Lead Engineering Technician

To: Mr. Adam Hall
From: Daniel Young, PE
Date: February 28, 2020
RE: Tolosa – PD-R Phase 1 Preliminary Plat Review

EDA Comments

1. Sheet C0.0
 - a. Resolved.
 - b. Resolved.
 - c. Resolved.
2. Sheet C1.0
 - a. Resolved.
3. Sheet C2.0
 - a. Missing adjoining land with acreage or development name, west of Basin 3 and north of Basin 1
 - b. Resolved.
 - c. Please show sidewalk/path connections to the multiple use path along Road B (i.e. Lot 35-36 and Lot 1). Add crosswalks to the roundabout and at the intersection of Road A and Hipp Way. Also ensure sidewalk crossing will be placed on Road B and Road C across Road E for future connections.
 - d. Resolved.
 - e. Resolved.
4. Sheet C3.0
 - a. Resolved.
 - b. Resolved. Note it is the Engineer's responsibility to ensure the preliminary stormwater designed and sized is appropriately designed. Should major revisions occur to the project due to lack of design, the project will be required to revise the preliminary plat. No response needed.
 - c. Resolved.
5. Sheet C3.1
 - a. Resolved.
 - b. Resolved.
 - c. Resolved.
 - d. Resolved.
Stormwater system compliance with Rules and regulations comment. Resolved. Refer to Comment 4. b.
6. Sheet 4.0
 - a. Resolved.
 - b. Resolved.
 - c. Resolved. Note it is the Engineer's responsibility to ensure that project will meet required fire flow and peak potable demand. This may require offsite utility improvements at the expense of the applicant and not the City. No response needed.
 - d. Temporary Utility Easements have been not been depicted, which will be required since the utilities are outside platting limits. This applies along Road E (west and north for stub out), north Road D (stub outs), along future Road B (north of platting limits) and along lot 44.
 - e. Resolved. Note it is the Engineer's responsibility to ensure that project will provide the required sanitary sewer design (ensuring sewer depth and downstream upgrades). No response needed.
 - f. Resolved.
7. Sheet C4.1

- a. Resolved.
 - b. Refer to comment 6.d. Easements must be provided in order for the City to have access and maintenance rights.
 - c. Resolved. Refer to comment 6.c.
8. Surveying Comments.
These comments appear related to Chapter 177 for a Plat. This submittal is for a preliminary plat and these comments do not apply at this time.

CHW Comments

Sheet C0.0

- 1) Provide a note on the cover sheet identifying the type of roadway, storm sewer and street lighting proposed, i.e. urban curb & gutter, storm sewer piping, rental lightings from City of Alachua or private street lighting.
- 2) Identify all utility providers via note on Cover Sheet.
- 3) Provide FEMA Floodplain information either on this sheet or on the Boundary and Topographic Survey.

Sheet C1.0

- 1) Provide Phase 1 temporary road names (i.e. Road A, B, C, D and E) to plan.

Sheet C2.0

- 1) See EDA comment 3.c.
- 2) Label and show traffic calming devices as approved by the PD on Road B and C.
- 3) The location of lot 6's driveway will be extremely close to the only entrance to the subdivision, intersection of Hipp Way and Road A. It is suggested that the City's Transportation Consultant review this proximity to the intersection for public safety.
- 4) In addition to lot 6's driveway in General Note 1, It is recommended that the City restrict driveway placement on the following lots:

Lot 4 (As far south as possible to Road B)
 Lot 5 (As far west as possible)
 Lot 6 (As far west as possible)
 Lot 9 (As far north as possible)
 Lot 10 (As far west as possible on Road C)
 Lot 26 (As far west as possible on Road C)
 Lot 30 (As far west as possible on Road B)
 Lot 38 (As far from the intersection of Road B and Road E)
 Lot 43 (As far from the intersection of Road C and Road E)

This can be done in the subdivider's agreement.

- 5) Provide a drawing that shows proposed roadway signage.

Sheet C3.0

- 1) Explain how this project proposes to meet the County's Karst Sensitive area requirements.
- 2) Provide a sheet with NRCS Soil Survey Data to identify general soil types.

Sheet C3.1

- 1) Please show temporary drainage easement over the storm not within the plat limits. (West of Road E and along Road B).
- 2) On Road A, please adjust the inlets to the roadway. Also provide enough space between the pipe and lot 6 for maintain or provide a drainage easement on Lot 6. Ensure inlets are not within the crosswalk of intersection at Hipp Way.

Sheet C4.0

- 1) Provide Roadway Names for each utility allocations.
- 2) Missing Road A utility allocation.
- 3) Revise all wastewater cleanout from "End GRU Maintenance" to "End City of Alachua Maintenance."
- 4) Remove the wastewater forcemain from the typical section as it doesn't appear to be present.

Sheet C4.1 and C4.2

- 1) Missing Scale on sheets.
- 2) Provide Primary Electrical Layout.
- 3) As stated in the 6.d from EDA comments, temporary utility easement must be provided for utilities outside of plat limits.
- 4) Add utility easements on the water (min. 20') and sewer (min. 30') from NW 158th Ave. ROW to the temporary utility easements.
- 5) Label size of proposed sewer main.
- 6) The project is proposing to connect to an existing 6" VCP wastewater main in NW 158th ROW. Please provide calculations ensuring that the existing wastewater system has capacity to handle the anticipated wastewater flows from the project. Also note I defer to the City Public Services Department to determine if this project should be required to upgrade the downstream wastewater system to min. 8" diameter.

Plat Comments (this not a formal plat review)

- 1) Offset of C3 for PUE needs to be extended to the ROW line (Road A and Hipp Way).
- 2) Provide 10' offset for PUE from C111 and C114 (South of intersection of Road B and Road E, west side).
- 3) Provide utility easements in Common Area Detail A as mentioned above on CHW comment Sheet C4.1 and C4.2. comment 4.
- 4) Offsite PUEs will need to be provided via separate instrument as stated in the EDA comments 6.d.



City of Alachua

ADAM BOUKARI
CITY MANAGER

PLANNING & COMMUNITY DEVELOPMENT
DIRECTOR KATHY WINBURN, AICP

January 6, 2020

Also sent by electronic mail to jay.brown@jbprogroupp.com

Mr. A.J. "Jay" Brown, Jr., P.E.
President
JBrown Professional Group, Inc.
3530 NW 43rd Street
Gainesville, FL 32606

RE: Completeness Review and Conditional Application Acceptance:
Tolosa – PD-R Phase 1 Preliminary Plat/ Final PD Plan

Dear Mr. Brown:

On December 26, 2019, the City of Alachua received your application for the Tolosa PD-R Phase 1 Preliminary Plat/Final PD Plan, which proposes to subdivide an 18.74 subject property into 43 single family residential lots (Tax Parcel 03135-000-000).

According to Section 2.2.6 of the Land Development Regulations (LDRs), upon receipt of an application, a completeness review shall be conducted to determine that the application contains all the necessary information and materials, is in proper form and of sufficient detail, and is accompanied by the appropriate fee. The Planning Department has reviewed the aforementioned application for completeness, and finds the application to be complete, conditional upon submission of certain materials as further described below. Please address the following deficiencies no later than **5:00 PM on Thursday, January 9, 2020**.

In accordance with Section 2.2.6(B) of the LDRs, if the applicant fails to respond to the identified deficiencies within forty-five (45) calendar days, the application shall be considered withdrawn.

The comments below are based solely on a preliminary review of your application for completeness. Detailed comments will be provided at a Development Review Team (DRT) Meeting, which will be scheduled under separate cover.

In order to provide a complete application, you must address the following:

1. **Preliminary Plat Application Attachment #2: Concurrency Analysis**
Action Needed to Address Deficiency: Revise analysis to reflect actual proposed impacts (43 single family residential units). Revise analysis to utilize latest Development Monitoring Report data (December 2019).
2. **Preliminary Plat Application Attachment #5: Mailing Labels.**
Action Needed to Address Deficiency: Ensure mailing labels submitted include all property owners within 400' and of those persons and organizations registered with the City to receive notice of development applications (available at <http://www.cityofalachua.com/index.php/planning-and-zoning/53-city-departments/planning-a-community-development/503-applications-attachments-a-agreements>). There appears to be a misprint with one sheet and persons and organizations registered to receive notice were not included with labels.

3. **Preliminary Plat Application Attachment #6:** Neighborhood meeting materials.
Action Needed to Address Deficiency: Provide mailing labels of those who received notice for neighborhood workshop.

If you have any questions regarding the information above, please contact me at 386-418-6100 x 108 or via e-mail at ahall@cityofalachua.com. We look forward to receiving your revised application.

Sincerely,



Adam Hall, AICP
Planner

c: Kathy Winburn, AICP, Planning & Community Development Director *(by electronic mail)*
Justin Tablor, AICP, Principal Planner *(by electronic mail)*
Project File